



**HQ UNITED STATES AIR FORCE ACADEMY  
Supplement 1**

**15 December 1998**

**Communications and Information**

**PUBLICATIONS MANAGEMENT PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**NOTICE:** This publication is available digitally on the SAF/AAD WWW site at: <http://afpubs.hq.af.mil>. If you lack access, contact your Publishing Distribution Office (PDO).

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OPR: 10 CS/SCSP (Mrs Sharron Conrad)  
Supersedes AFI 33-160, V1/Sup 1, 5 June 1998

Certified by: 10 CS/SCS (Mr Walter F. Scott)  
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**NOTE:** The path for all references to electronic USAFA publications and forms on the Academy Website is <http://www.usafa.af.mil/scs/afapbf.htm>. Only the date of this supplement was changed to coincide with the revised AFI.

**1.7.2.** Most USAFA publications and forms are electronic and are located on the Academy Website.

1.9. Approving officials for USAFA publications are listed below. These individuals will complete block 20, sign block 21, and date AF Form 673, **Request to Issue Publication**, for publications for which their organization is the OPR. Approval officials may not be delegated. **NOTE:** Approval official's signature block is typed in block 20, but he or she does not sign block 21, until all coordination has been received; recommendations, comments, and nonconcurrences have been resolved; and the draft publication is ready for submission to Publications Management (10 CS/SCSP).

1.9.1. (Added) Vice Superintendent (HQ USAFA/CV); Commander, 34th Training Wing (34 TRW/CC); Dean of the Faculty (HQ USAFA/DF); Staff Chaplain (HQ USAFA/HC); Command Historian (HQ USAFA/HO); Inspector General (HQ USAFA/IG); Staff Judge Advocate (HQ USAFA/JA); and Commander, Preparatory School (HQ USAFA/PL).

1.9.2. (Added) Commander, 10th Air Base Wing (10 ABW/CC); Chief, USAFA Command Post (10 ABW/CP); Chief, Financial Management (10 ABW/FM), Senior Chaplain (10 ABW/HC); Staff Judge Advocate (10 ABW/JA); Chief, Logistics Division (10 ABW/LG); Chief, Social Actions (10 ABW/SA); Commander, 10th Civil Engineer Group (10 CEG/CC); Commander, 10th Communications Squadron (10 CS/CC); Commander, 10th Medical Group (10 MDG/CC); Chief, Security Forces (10 SPF/SF), and Commander, 10th Services Squadron (10 SVS/CC).

1.9.3. (Added) Commander, 10th Mission Support Squadron (10 MSS/CC); Chief, Civilian Personnel Flight (10 MSS/ DPC); Chief, Education/Training Services (10 MSS/DPE); and Chief, Family Support Center (10 MSS/DPF).

1.9.4. (Added) Directors.

1.9.5. (Added) For publications issued below USAFA level, approving officials for publications (AF Form 673, blocks 20-22) are as follows:

1.9.5.1. AF Cadet Wing (AFCW) Publications: Commandant of Cadets, Vice Commandant, group and squadron commanders, and directors.

1.9.5.2. Group and Squadron Instructions: Commander.

1.9.5.3. USAF Academy Hospital (10 MDG) Publications: Hospital Commander or Hospital Administrator.

1.9.5.4. Operating Instructions: As determined by the issuing organization.

1.11. Certifying officials for publications at all levels must be at least one organizational level above the OPR and will complete block 17, sign block 18, and date the AF Form 673. (See note in paragraph 1.9, this supplement.)

1.12.1. Each unit listed below will designate, in writing, a publications manager who will administer the publications management program. Send the name and duty phone number of the designee to 10 CS/SCSP, not later than 30 workdays following designation. 10 CS/SCSP will brief assignees on their responsibilities if so requested. However, a checklist for publications managers is located at **Y:\im\pubs\pubsmgr**.

1.12.1.1. (Added) 34th Training Wing (34 TRG).

1.12.1.2. (Added) Preparatory School (HQ USAFA/PL).

1.12.1.3. (Added) 10th Civil Engineer Group (10 CEG).

1.12.1.4. (Added) 10th Communications Squadron (10 CS).

1.12.1.5. (Added) 10th Medical Group (10 MDG).

1.12.1.6. (Added) 10th Security Police Squadron (10 SPS).

**NOTE:**

Each unit listed above will send electronically through USAFAnet e-mail to CONRADSL@SCS@USAFA a copy of each publication it issues. Operating instructions (OI) are excluded.

1.12.2. See paragraph 1.12.1, this supplement.

1.13.1. Due to publications being processed electronically, it is imperative OPRs contact 10 CS/SCSP prior to revising or developing a publication. Also, a Checklist for Publication Project Officer located at **Y:\IM\pubs\cklist**.

1.13.10. Coordinate all HQ USAFA instructions, supplements, manuals, and pamphlets. MANDATORY COORDINATION is as follows:

1.13.10.1. (Added) Staff Judge Advocate (HQ USAFA/JA or 10 ABW/JA) **This also applies to AFCW directives.** Unit publications managers will coordinate only if publication is subject to the privacy act.

1.13.10.2. (Added) Records Management (10 CS/SCBDR)

1.13.10.3. (Added) Academy Privacy Act Monitor (10 CS/SCBDF) This applies to AFCW directives and unit publications.

1.13.10.4. (Added) Inspector General (HQ USAFA/IG)

1.13.10.5. (Added) 10th Air Base Wing Vice Commander (10 ABW/CV), **only** if your organization falls under the 10 ABW. You must **send the complete package** and **all** coordination.

1.13.10.6. (Added) Additional coordination (if applicable):

1.13.10.6.1. (Added) All other USAFA activities impacted or involved.

1.13.10.6.2. (Added) Civilian Personnel (10 MSS/DPC) on all USAFA, AFCW, group, and squadron directives affecting civilian employees. 10 MSS/DPC will determine need for Union Local 1876 (AFGE) coordination.

1.13.10.6.3. (Added) Forms Management (10 CS/SCSPF) on all USAFA directives that prescribe, adopt, or obsolete USAFA command forms.

1.13.10.6.4. (Added) Higher headquarters counterpart if AF publication requires. This is usually located in the Purpose Statement, if required.

**1.13.10.6.5. (Added) Note:** 10 CS/SCSP will obtain Vice Superintendent (USAFA/CV) coordination after all others have been obtained and differences have been resolved by the OPR. The Vice Superintendent will determine if the Superintendent should coordinate.

1.13.11. USAFA publications **must** be coordinated with **all organizations** addressed within the USAFA publication unless one of the following exclusions apply:

1.13.11.1. (Added) Revision is minor (does not add or affect existing policies) and impacts only one or two organizations with whom you would coordinate.

1.13.11.2. (Added) An item was inadvertently left out of a recently revised publication (not to exceed 60 days from the publishing date) and only impacts one organization with whom you would coordinate.

1.13.11.3. (Added) AF Form 399, **Request for Action of Implementation of Higher Headquarters Publication**, requesting action on an Interim Change recently released from AF. If the OPR determines USAFA Supplement is not affected by the IC, the OPR must submit to 10 CS/SCSP AF Form 673. In the remarks block state supplement is not affected by the IC and have the certifying official and approval official sign. Mandatory coordination is waived.

1.13.11.4. (Added) AF Form 399 is submitted due to revision of the Air Force basic. If the OPR determines the holdover supplement aligns properly with the basic and no changes are needed, then the OPR must submit to 10 CS/SCSP AF Form 673, and state in the remarks block the supplement aligns with the basic and additional changes are not needed. The certifying and approval official must sign AF Form 673. Mandatory coordination is waived.

1.13.13. Notify 10 CS/SCSP, in writing, signed by the certifying official, when transferring responsibility for a USAFA publication to another OPR. Coordinate the memorandum with new OPR prior to submission to 10 CS/ SCSP.

1.13.14. 10 CS/SCSP keeps record sets for all USAFA publications and AFIs that USAFA is the OPR for.

1.14.1. Air Force Publishing Bulletins are located at **<http://afpubs.hq.af.mil/elec-products/pubs-pages.html>**. Information on USAFA publications and forms is published weekly via the USAF Academy Bulletin located at **<http://www.usafa.af.mil/scs/bull.htm>**.

1.14.2. USAFA Index 2 and 9 are perpetual and are available electronically on Academy Website. Paper copies are no longer published.

1.15.6. 10 CS/SCSP may conduct staff assistance visits to the unit publications managers at the discretion of the Publications Management Office. A memorandum announcing the visit will be sent at least 60 days prior to the visit. Also, unit publications managers may request a staff assistance visit by contacting 10 CS/SCSP.

2.2.4. AFCW instructions and unit instructions will implement AF Policy Directives. AFCWIs and unit instructions must contain the "COMPLIANCE STATEMENT."

2.2.8.1. The USAF Academy issues instructions and supplements rather than Headquarters Operating Instructions (HOI).

2.2.8.2. Issue OIs only to disseminate information applicable to a single organizational element such as a directorate, division, branch, or section. Do not issue OIs when the information involves more than one USAFA activity. If your OI and procedures affect other USAFA organizations, prepare a USAFA publication.

2.3.2. This applies to the AFCW and Unit index 2 and 9.

2.3.8.1. Design VA in MS Word software and submit to 10 CS/SCSP so the VA can be available electronically on Netscape. Footnotes on permanent VAs will include the VA number, date, OPR, and distribution symbol. If available electronically, the distribution will be F. Contact 10 CS/SCSP for assignment of VA number, if developing a new VA. Submit AF Form 673 and have certifying and approval official sign. Additional coordination is not required unless the VA has more than one OPR.

2.3.8.2. Temporary bulletins, posters, charts, and graphic illustrations promoting safety, disaster preparedness, the suggestion program, and so forth, will show the office of primary responsibility (OPR) in addition to an expiration date.

2.3.9.1. The USAF Academy Bulletin (USAFAI 33-302) is the only authorized bulletin.

3.2. Send an information copy of the memorandum to 10 CS/SCSP. The new policy must be incorporated into a USAFA publication, coordinated, and submitted to 10 CS/SCSP within **120 days**.

3.4.10.1. Include the Privacy Act warning statement one space below the purpose statement or lead line.

3.4.10.2. At the Academy, coordinate all publications, at all levels, affected by the Privacy Act of 1974 with the Academy Privacy Act Monitor (10 CS/SCBDF), and with Staff Judge Advocate (HQ USAFA/JA or 10 ABW/JA).

3.12.1. Contact 10 CS/SCSP to be assigned a number for new publications.

3.13. Coordination in Section II may be obtained via e-mail, facsimiles, or telephone. However, type all information received via e-mail or telephone onto the AF Form 673 prior to submitting to 10 CS/SCSP. Maintain all e-mails and facsimiles with the coordination package. The certifying and approval signature must have an **original ink signature**.

3.13.1. (Added) Also, as a minimum, unit publications managers will complete items 35 and 36 on AF Form 673. Other items may be completed at the publications manager's discretion.

3.14. Electronic coordination is not available at the Academy. See paragraph 3.13.

3.16.1. Draft publications may be posted on the OPR's organizational homepage for review during the coordination process. Across the top of **each page** of the draft publication, type in bold capital letters, **"DRAFT--NOT FOR IMPLEMENTATION OR COMPLIANCE."** Your homepage must also have the following statement: **"Electronic draft versions of USAFA publications are intended to provide broad public access to the text of USAFA publications and other key information. Do not, however, treat draft electronic versions as authoritative. The only official version of USAFA publications are located on Academy Website."**

3.16.1.1. (Added) OPRs must remove draft publications immediately upon completion of the coordination process.

3.17. USAF Academy OPRs for **AFIs** should contact 10 CS/SCSP for a checklist to assist with the process.

3.19.1. Document on original AF Form 673 or on memorandums received from coordinators how comments or recommendations were handled. Also, inform coordinators of actions taken. 10 CS/SCSP will not release any publication with an unresolved nonconcurrence or insufficient coordination.

3.21.2. Contact Forms Management (10 CS/SCSPF) for assistance.

3.23. Presently the USAF Academy publications management office (10 CS/SCSP) provides editorial services. However, the Publications Manager has the authority to reduce the editorial services, as needed, in order to meet the needs of all customers. Therefore, it would be advantageous for OPRs to adhere to the responsibilities addressed in paragraphs 3.23.1 through 3.23.1.7 and to follow the guidance in Attachment 4 of this basic. Publication drafts that do not meet the requirements of the basic and the supplement may be returned to the OPR to complete the process. The Checklist for Project Officers will be the most valuable tool for processing publications (see para 1.13.1, this sup).

3.23.1.6. The OPR for USAFA publications is responsible for sending a copy of their publication to their counterpart at HQ USAF. (See Table 3.3 rule 4.) This table does not apply to publications issued below USAFA level.

3.24. All USAFA Forms must be prescribed in an USAFAI or a supplement. Do not prescribe, adopt, or refer to office (O-) forms in a USAFA publication. Office forms are developed for use in one office to support internal procedures. If you need to provide guidance on their use, prescribe them in an OI or group/squadron instruction.

3.24.3. Send DD Form 67 to 10 CS/SCSPF.

3.25.1. Send request to 10 CS/SCSP for coordination prior to requesting printing from Defense Printing (PSH).

3.33. Use the format on the front page of this supplement for title-page footnotes for all USAFA, AFCW, group, and squadron instructions, supplements, manuals, and pamphlets. Run lengthy "X" distribution lists across the page.

3.35. Bullets are not used in USAFA publications.

3.36. USAFA publications will list all references, abbreviations and acronyms, and terms in Attachment 1, Glossary of References and Supporting Information. See Attachment 4, paragraph A1.10.2.1, of the basic.

3.41. OPRs are responsible for marking the revised material in USAFA publications.

3.43.3.1.1. OPRs for AFIs need to contact 10 CS/SCSP who will submit the functional statement to SAF/ADD and request from SAF/ADD the publication number. Functional statements are not required for USAFA publications.

3.45.5. See paragraph 1.13.11.4, this supplement. Revisions must be submitted to 10 CS/SCSP within 120 days.

3.45.7.3. In order to integrate supplements with the basic electronically, all supplements will show (USAFA) for all supplemented paragraphs, and added paragraphs will be (Added-USAFA). Use this supplement as an example.

3.49. To rescind a USAFA publication, the OPR must send a memorandum to 10 CS/SCSP. If the publication prescribes a USAFA command form, coordinate the memorandum with 10 CS/SCSPF.

3.50. EMCs or ICs are not used at the USAF Academy.

3.51. At the Academy, a summary of revisions is required on policy directives, instructions, and manuals at all levels (optional for supplements). An (\*) must identify revised paragraphs for USAFA publications. The last sentence of the summary of revisions will state "an (\*) identifies revisions from the previous edition," or if applicable, "this document is substantially revised and must be completely reviewed."

3.52. See paragraph 3.50.

3.53. See paragraph 3.50.

3.54. See paragraph 3.50.

3.57. All USAFA periodicals and nonrecurring pamphlets must be coordinated with 10 CS/SCSP prior to printing each edition. See paragraphs 3.25 and 3.25.1 for printing restrictions. Low-cost, in-house newsletters exempted from reporting requirements in Attachment 1, Terms-Periodical, "Newsletter Periodicals," don't require approval unless annual printing costs exceed \$20,000. If printing costs do exceed \$20,000, contact 10 CS/SCSP.

3.60. Low-cost, in-house newsletters exempted from reporting requirements, need not be numbered.

3.66. 10 CS/SCSP initiates reviews annually in the anniversary month of each USAFA publication to determine status. Unit publications managers (para 1.2.11, this sup) must do the same for unit publications. For USAFA publications reviews, the proposed draft submission date for publications that require revision should not exceed 90 days. However, extensions may be granted. Contact 10 CS/SCSP, by e-mail to "CONRADSL@SCS@USAFA, before the original proposed submission date expires. For holdover supplements that need to be extended beyond the 120 days (para 3.45.5, of basic), the OPR must submit a memorandum to 10 CS/SCSP justifying the need for the extension, the date the draft is expected to be submitted, and have the memorandum signed by his or her supervisor. The AFI clearly states "holdovers" are to be submitted within 120 days (para 3.45.5 and Attachment 1, Terms, Holdover Supplement), and to extend beyond that allotted time will be in violation of the AFI. OPRs must make every effort to comply with the 120 days.

A2.1. These instructions also apply to units specified in paragraph 1.2.11, this supplement.

A4.1. (Added) For USAFA publications, prepare a clean 8-1/2- by 11-inch double-spaced draft using MS Word. When submitting to 10 CS/SCSP for final processing, include a copy on floppy disk. Format the text on the disk in 12-point Times New Roman, justified margins. Include any graphics on the same or a second disk. Preferred format for graphics is PowerPoint for Windows. For revisions of existing USAFA

publications, contact 10 CSS/SCSP to obtain a copy on disk. See Checklist for Project Officers at **Y:\im\pubs\cklist**, for additional format instructions.

A4.1.1. (Added) Columns must be aligned by using tabs. **DO NOT** use the space bar. This is imperative due to publications being electronic.

A4.4. For USAFA publications, the last sentence should read, "See glossary at Attachment 1.

A4.5. See paragraph 3.51, this supplement.

A4.7. See front page of this supplement.

A4.19. See paragraph 3.36, of basic.

A4.23. USAFA forms are not depicted in USAFA publications.

A4.26. Whoever signs block 21 of AF Form 673 will be the signature element. Signature block starts on the fifth line below last line of last paragraph of the document. Tab position is set at 3 (center of the document).

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